

Key:

Queue names with this color are Non-eForm (PO payment) queues		Administrator access queues are auto-processing
Name of Queue	Description	Who has access
#### (AP - Department Approval)	Department queue - where documents/invoices with an eForm reside waiting for departmental approval	Department
#### (AP - Non-eForm Department Approval)	Department queue - where documents/invoices pertaining to Purchase Orders reside waiting for departmental approval	Department
<M>	Signifies that the document is actually in two queues. It is in the Hold queue and the Payment/Invoice Verif	Payment Services
AP - Audit Approval Route	"Auto" queue - temporary queue where a document resides while determining which Procurement & Payment Services auditor receives the document	Administrator
AP - Audit Sort	"Auto" queue - temporary queue where a document resides while determining which routing options for auditing	Administrator
AP - Auditor # (AP - Audit Pending)	"Hold" queue for Payment Services auditor. A queue where a document may reside that a Payment Services auditor deems needs additional review.	Payment Services
AP - Auditor # (AP - Audit Approval)	Payment Services queue - a document resides here until an auditor has reviewed the documentation and pushes it forward for payment. Documents in this queue may require further research/information	Payment Services
AP - Buyer # (AP - Non-eForm Audit Approval)	Procurement Services queue - an invoice for a Purchase Order is sent to an individual Buyer from the Non-eForm Receiver if additional review is need prior to processing.	Procurement Services
AP - Complete	Invoices that were paid on the previous day remain in this queue for one day before being removed from the workflow	Payment Services
AP - Create Upload File	Documents/invoices pass through this queue to add them to the "upload" into PeopleSoft.	Administrator
AP - Department Approval Route	A processing only queue, this is where the document is directed to the appropriate department based on the department number in the properties of the document.	Administrator
AP - Error	A "catch" queue for those documents that contain an error not allowing that document to route to another queue. i.e. invalid department number	Payment Services

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AP - Hold Check	The queue where a document will reside until the requested checked is retrieved from the daily check run and physically placed in the hold folder for pickup.	Payment Services
AP - Inv Capt & Rte Pending	Where Payment Services stores documents requiring further information before being distributed to a department. An example would be needing an I9 from the vendor.	Payment Services
AP - Invoice Approved	Documents in this queue are being evaluated to determine if they are ready to be paid or need to have a PeopleSoft Receipt entered.	Administrator
AP - Invoice Capture & Route	In this queue, the eForm is initiated. The header information including vendor info, invoice number, etc. is completed along with an initial description and the invoice amount in the description section.	Payment Services
AP - Invoice Denial	The dead letter box for Perceptive Content. Invoices routed here will not be paid by the University and will eventually be deleted.	Payment Services
AP - Mail Doc Decision	Holds invoices while determining what type of document they are, thus determining which workflow to follow. i.e. standard invoice, blanket PO, Purchase Order payment	Payment Services
AP - Non-eForm Audit Route	"Auto" queue - temporary queue where a document resides while determining which Procurement & Payment Services auditor receives the document	Administrator
AP - Non-eForm Capture & Route	Where Payment Services assigns the index fields. i.e. Vendor ID, Vendor Name, etc.	Payment Services
AP - Non-eForm Denial	The dead letter box for Perceptive Content. Purchase Order invoices routed here will not be paid by the University and will eventually be deleted.	Payment Services
AP - Non-eForm Receiver (AP - Non-eForm Audit Approval)	Procurement Services queue - an invoice for a Purchase Order resides here until Procurement Services has reviewed the documentation and PO and pushes it forward for payment	Procurement Services
AP - Non-eForm Dept Route	"Auto" queue - temporary queue where a document resides while determining which department receives the document	Administrator

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AP - Payment Approved	The auto processing of this queue sends a document to Grants and Contracts if necessary or pushes it forward for payment.	Administrator
AP - Payment/Invoice Verif	When an invoice is approved, the document will remain in this queue until the verification that an appropriate check or ACH has been processed.	Payment Services
AP - PeopleSoft Entry	A queue for documents to reside until a PeopleSoft voucher is keyed (Purchase Orders, Blanket Purchase Orders, wire transfers all need to have manual voucher entry)	Payment Services
AP - PS Receipting	A queue for documents to reside while a PeopleSoft Receipt is processed. (Purchase Orders & Blanket Purchase Orders payment requests need to be receipted)	Payment Services
AP - PUR-Buyer # (AP - Purchasing)	Blanket PO invoices or invoices \$10,000 and over that have been assigned to a specific Procurement Services Buyer for further review	Procurement Services
AP - PUR-Receiver (AP - Non-eForm Audit Approval)	Blanket PO invoices or invoices \$10,000 and over that are not associated with a Purchase Order reside in this queue until reviewed by Procurement Services.	Procurement Services
AP - Special Instructions	When special instructions are noted on an eForm (i.e. Pay by check, Separate check), the document will reside in this queue until those instructions are processed.	Payment Services
AP - UpdateFromEForm	"Auto" queue - processes the information from the header of the eForm into the index fields and custom properties and automatically moves forward to the department when complete.	Administrator
AP - Wire Transfer	A document is in this queue while the wire transfer with the bank is being processed and verified.	Payment Services
G&C Bill Spec # (AP - Grants and Contracts)	The document resides in this queue when a specific Grants Officer needs to review the invoice for compliance with the funding grant.	Grants & Contracts
G&C Receiver (AP - Grants and Contracts)	Documents requiring review from Grants & Contracts due to grant funding reside in this queue until that grant compliance review is complete.	Grants & Contracts